

Grant County
Department of Public Works
124 Enterprise St. S.E.
Ephrata, WA 98823



Serial No. 22.089

Memo

To: Honorable Grant County Board of County Commissioners

From: Dave Bren, PE, MSCE
County Road Engineer

Date: June 7, 2023

Re: Heavy Equipment Operator, Level 1-5
Request for BOCC Approval of Job Description Change
(51) PW Staff Members Effectuated

Legislative History:		Financial Impact:	
• First Presentation:	June 6, 2023	• Annual Wages & Benefits	\$350,000
• Second Presentation:	June 13, 2023	• Annual AGC Apprenticeship	\$35,000
		• Total Annual Basis, Current Cost	\$385,000

Overview

Heavy equipment operators in Road District 1, Road District 2, Road District 3, Bridge Division, and the Traffic Division have several different job descriptions. The job descriptions include many overlapping skills, duties, and responsibilities. In addition, a review of the job descriptions found that they need to be modernized to address recent technology, methods, and trade apprenticeship changes that have occurred in the heavy equipment operator profession.

Job Description Update

The attached job description updates and combines previous descriptions into a single job description (**Attachment A**). The updated job description provides several major improvements as follows:

- Provides a single job description to reduce HR processes.
- Provides advancement within the current position, which reduces the internal HR hiring processes.
- Provides apprenticeship training and cross training.
- Provides for Special Duties, which lock positions on the organizational chart
- Provides for advancement by Work Experience or Education or Certification, which provides for advanced placement, expanded hiring options, and expanded promotion options.



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GRANT COUNTY COMMISSIONERS

"To meet current and future needs, serving together with public and private entities, while fostering a respectful and successful work environment."

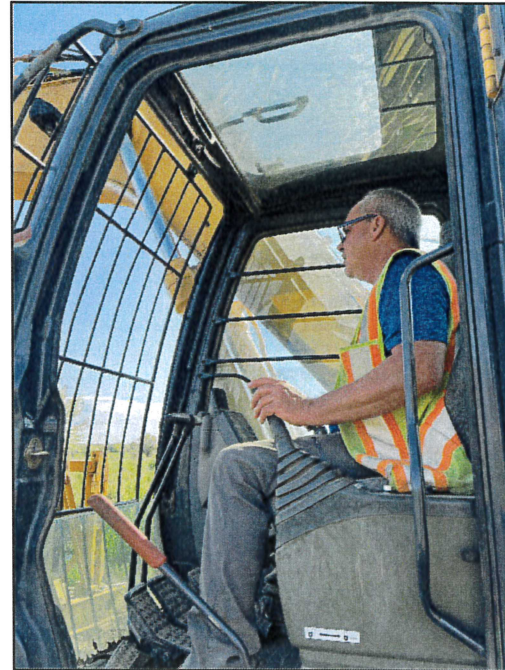
Information.....(509) 754-6082
FAX.....(509) 754-6087
E-mail.....publicworks@grantcountywa.gov
Sam Castro, Public Works Director.....Ext. 3504
Samuel Dart, Assistant Director.....Ext. 3519

Dave Bren, PE, County Road Engineer.....Ext. 3502
Bob Bersanti, Construction Engineer.....Ext. 3503
Loc Ohl, Accountant Lead.....Ext. 3555
Rod Follett, Foreman-Sign Shop.....Ext. 3579
Jason Collings, Solid Waste.....(509) 754-4319

Ed Lowry, Supervisor-Dist. No. 1.....Ext. 3540
Mike DeTrollo, Supervisor-Dist. No. 2.....Ext. 3591
John Brissey, Supervisor-Dist. No. 3.....Ext. 3541
John Spiess, Supervisor-Central Shop.....(509) 754-6086
Andy Booth, Bridge Supervisor.....Ext. 3535

Well Received and Transparent Update: The update was developed with direct input of the Association, Human Resources, Heavy Equipment Operators, Public Works Director, and the County Engineer. The update process took several months to conduct and has been well received and supported by parties, including.

- The Association has formally voted to begin an Associated General Contractors Apprenticeship program when this Job Description is approved.
- Association President
- County Engineer
- Public Works Director



Fiscal and Policy Implications

This Job Description change includes a major change in pay bands for the various duties (**Attachment B**). In addition, the apprenticeship training program itself will have an annual cost. A current fiscal cost on an annual basis, for this Job Description change, is as follows:

Annual & Benefits Wages	\$350,000 Annual Basis (\$277,659 + Benefits) (51) Staff Members with 1-2 Pay Band Increase
Inland AGC Spokane Heavy Equipment Operators Apprenticeship Program	\$35,000 Annual Basis Provides for up to (15) Apprentices Annually

Commission Packet Attachment

A.	Job Description for Heavy Equipment Operator, Level 1-5
B.	Payroll Fiscal Analysis – Current Annual Basis

Action Requested

Public Works Staff requests approval of the new Job Description as presented.

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 Andy Booth, Bridge Supervisor.....Ext. 3535

Grant County Job Description

Title:	Heavy Equipment Operator	FLSA:	Non-Exempt
Dept:	Public Works	Status:	Full-Time
Reports to:	District/Division Foreman	Pay Band:	See Below
EEO:		Supervises:	See Below
Created:	12/30/22		

Level	Progressive Operational Duties	Pay Band
1	Temporary or Trainee Operator	7
2	Apprentice Level Operator	8
3	Journey Level Operator	9
4	Special Operator	10
5	Lead Operator	11

JOB SUMMARY

Heavy equipment operators provide highly skilled labor for Public Works roadway maintenance, roadway repair, and new construction work in one-or-more areas of expertise including; truck operations, light equipment operations, multiple equipment operations, bridge crew operator, traffic technician operator, crane operator, new roads construction grader, and machine control operations leader. Heavy equipment operators may promote within their existing position, as they take on progressive levels of duty and responsibility.

DISTINGUISHING CHARACTERISTICS

1 Temporary CDL Hire	A temporary CDL hire must have a CDL with manual endorsement. A temporary CDL hire may aid in the work of journey level operators. A temporary CDL hire may work a maximum of (5) months in a calendar year. This is not a permanent hire position.
1 Part-Time CDL Trainee	A CDL trainee may aid in the work of journey level operators. A CDL trainee must obtain their CDL with a manual endorsement within (5) months. The CDL trainee is a regular hire, part-time employee, while they are taking classes at Big Bend Community College. The department pays for the CDL tuition, book, and supplies. Trainees that obtain their CDL are promoted to an apprentice operator, while in their current position.
2 Apprentice Level	Apprentice level operators conduct truck operations to support journey level operators. Apprentices can perform any operator duty once they are trained for the task. Alternatively, they may aid the work of a journey level operator, as an apprentice, for work they are still learning how to conduct.
3 Journey Level	Journey level operators conduct light equipment operations and are skilled to independently perform work in their area of expertise. Journey level operators must provide for the training and work experiences of apprentice level operators.
4 Special Operator	Special operators conduct multi equipment operations and are skilled to independently perform work. Duties are often unique and have increased responsibility, specialized knowledge, or high-level equipment skills. Once a special duty is assigned on the organizational chart, department head approval is required to transfer out or make a change in this duty. Special operators provide for the training and work experiences of all operator levels.
5 Lead Operator	Lead operators are leadership or instructor level operator positions. Once a lead operator is assigned on the organizational chart, department head approval is required to transfer out or make a change in this duty. Lead operators conduct multi equipment operations and are skilled to independently perform work in their area of expertise. Lead operators provide for the training and work experiences of all operator levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. Employee must comply with all County and department policies, procedures, WAC's, or other regulatory bodies.

Heavy equipment operators may promote within their existing position, with progressive levels of duty and responsibility. In addition, heavy equipment operators typically specialize in one or more areas of expertise as they promote. Heavy equipment operator areas of expertise include the following:

<p>Truck Operators: (Level 2)</p>	<p>Truck operators provide for the operations of trucks including; pickups, light trucks, cars, dump trucks, and truck tractor-trailer combinations with a variety of attachments including; bottom dumps, auxiliary dump box trailers, liquid tanks and tank trailers, asphalt storage tanks, pavement patchers, lifting booms, snow plows, spreader boxes, compressors, generators, tilt trailers, power brooms, and paint trailers. In addition, truck operators provide skilled labor for hand tools (mechanical, motorized, or pneumatic), routers, crack fillers, pumps, washers, concrete saws, augers, scales and assistance in operating the chip spreader.</p>
<p>Light Equipment Operators: (Level 3)</p>	<p>Light equipment operators provide for the operations of wheel tractors and loaders with bucket capacities of less than 2.5 cubic yards, water wagon/tanks with capacities of 4,000 gallons or more, self-propelled rollers weighting five tons or more, pavement line markers, forklifts, welders, tractor mowers, street sweepers, oil distributor, pug mills, screening plant equipment, weed sprayer, or chip sprayer, and all equipment designated as required for Truck Operations.</p>
<p>Multi Equipment Operator: (Level 4)</p>	<p>Multi equipment operators provide for the operations of the heaviest equipment including; backhoes, oil distributors, chip spreaders, crawler tractors with dozer, tractors and loaders with bucket capacities greater than 3 cubic yards, gradalls, JD160 or larger excavators, graders, combination dump trucks with trailers, and all equipment designated as required for light equipment operations. In addition, District Multi Equipment Operators may be called upon to support Bridge Crew Operations.</p>
<p>Bridge Crew Operator: (Level 4)</p>	<p>Bridge crew operators provide for the inspection, maintenance, repair, and documentation for all County bridges. Special certification is required to conduct this work. In addition, Bridge Crew Operators may be called upon as multi equipment operators to support District Operations, with approval of the Bridge Supervisor.</p>
<p>Traffic Technician Operators: (Level 4)</p>	<p>Traffic Technician Operators provide for all traffic safety operations within County Rights-of-way. This includes inspection, maintenance, repair, and documentation of traffic control systems. In addition, Traffic Technician Operators may be called upon to Support District Snow Removal Operations; but only after district and bridge crew options have been exhausted and after annual safety/route training has been provided. Traffic Technician Operators may volunteer to support district snow removal operations anytime.</p>

<p>Crane Operator Leader: (Level 5)</p>	<p>It is important for Public Works to maintain the ability to lift heavy loads. This is a unique duty for the department. Once this duty is assigned on the organizational chart, department head approval is required to transfer out or make a change in this duty. The crane operator provides for the leadership, training, safety, and configuration of heavy lift operations. The crane operator must continuously hold the proper certification to conduct crane work. This operator continues work as a multi equipment operator when crane duties are not available.</p>
<p>New Roads Grader Operator Leader: (Level 5)</p>	<p>It is important for Public Works to maintain the ability to construct road grades for new BST roads. This is a unique duty for the department. Once this duty is assigned on the organizational chart, department head approval is required to transfer out or make a change in this duty. The new roads grader operator is responsible for the high-quality finished grading of all new construction roads. This operator continues work as a multi equipment operator when there are no new roads under construction.</p>
<p>Machine Control Operator Leader: (Level 5)</p>	<p>It is important for the Public Works to build future high tech skills with GPS machine control in the department. This is a unique duty for the department. The machine control operator provides for leadership, training, installation, and configuration of machine controlled heavy equipment in the department. A machine control operations leader continues work as a multi equipment operator when there are no machine control operations.</p>

Special and Lead Operator Duties: Special and Lead operators conduct organizational chart assigned duties. These duties have increased responsibility, specialized knowledge, or high-level equipment operator skills. Once a duty is assigned on the organizational chart, department head approval is required to transfer out or make a change in this duty.

Training for Equal or Lower Duties: Journey level operators should continue to cross-train for equal or lower-level duties throughout their careers. Apprenticeship does not end at Journey Level status. Learning how to operate new equipment, new technology, and construction methods is the very nature of being a Heavy Equipment Operator.

Training for Higher Level Duties: A journey level operator, that is training for a special or lead operator position, must have a “training plan”, approved by the department head, before they start their training. The “training plan” shall define the length of training period, performance reviews, training methods, measurable steps, and required competencies for promotion.

Out-of-Class Pay: Performing the work for a higher-level position, when that position is on leave, requires out-of-class pay per the Association agreement. Training is not considered out of class work.

COMPETENCIES REQUIRED

1. Knowledge of relevant federal laws, state laws, county road standards, specifications, and codes.
2. Knowledge of highway construction materials, testing, and processes.
3. Knowledge of construction engineering documentation.
4. Knowledge of rights-of-way
5. Knowledge of computers and job-related software programs.
6. Skill in reading plans and specifications
7. Skill in drafting and design.
8. Skill in establishing priorities and organizing work.
9. Skill in problem solving.
10. Skill in interpersonal and teamwork relations.
11. Skill in dealing with the public.
12. Skill in oral and written communication.
13. Knowledge of emergency preparedness (fire, earthquake, disaster).
14. Knowledge of safety & security (safe work practices, incident reporting, etc.).
15. Commitment to County mission
16. Knowledge of County policies & procedures

WORK EXPERIENCE, EDUCATION, AND CERTIFICATION

Heavy Equipment Operators may advance or be placed within their positions by work experience, apprenticeship, or by certification. The following table shows the minimum requirements for each level of Heavy Equipment Operator.

LEVEL	WORK EXPERIENCE	And	APPRENTICESHIP	And	SPECIAL
1 Temporary CDL Hire	5-Years of Construction, Agricultural, or Public Works Operations Work Experience.		NA		CDL w/Manual Endorsement
1 Part-Time CDL Trainee	1-Year of Construction, Agricultural, or Public Works Operations Work Experience.		NA		NA
2 Apprentice Level	1-Years of Construction, Agricultural, or Public Works Operations Work Experience.		Enrollment in Heavy Equipment Operator Apprenticeship Program or Previous Truck Driver Employment at County		CDL w/Manual Endorsement
3 Journey Level	3-Years of Construction, Agricultural, or Public Works Operations Work Experience.		Licensed L&I Journeyman Heavy Equipment Operator or Previous Light Operator Employment at County		CDL w/Manual Endorsement
4 Special Operator	5-Years of Construction, Agricultural, or Public Works Operations Work Experience.		Licensed L&I Journeyman Heavy Equipment Operator or Previous Multi Equipment Operator Employment at County		Assignment of a Special Operator Duty by Department Head
5 Lead Operator	8-Years of Construction, Agricultural, or Public Works Operations Work Experience.		Licensed L&I Journeyman Heavy Equipment Operator		Assignment of a Lead Operator Duty by Department Head

CERTIFICATES, LICENSES, REGISTRATIONS

Required:

- Valid Driver's License: Proof of automobile insurance required.
- Valid CDL w/Manual Endorsement:
- Background Check: Must have an acceptable background record.
- Driving Abstract: Must have an acceptable driving record.

May be Required for Special Duties or Advanced Placement:

- Bridge Inspection Certifications
- Licensed L&I Journeyman Heavy Equipment Operator
- Heavy Equipment Operator Apprenticeship Graduation
- NCCER heavy equipment operator certifications

SKILLS AND ABILITIES

- Teamwork & Leadership: Provide guidance, assistance, or training to others where appropriate. Demonstrate the ability to interact with others in a cooperative and effective manner.
- Communication: Summarize and present observations and interpretations to others inside and outside the team. Uses existing networks to communicate information across discipline. Discusses issues within teams.
- External Communication: Requires presentation or exchange of information involving ongoing relationships with outside agencies, clients and the public.
- Guidance Required: Assignments are received in the form of results expected and due dates; general procedures and standards are available to follow. Frequently has the freedom to decide on procedures to follow.
- Impact of Decisions: Decisions typically impact other jobs within the employees work group or the daily routine of others.

WORKING CONDITIONS

Work is performed both in an office and in the field in various terrain and in various weather conditions. During field work, incumbents may be exposed to dangers of traffic.

COMMENTS

I have received a copy of this job description, which is a guideline, or summary of the duties I am to perform. The description is intended to describe the typical job functions. The job description does not provide an exhaustive list of job duties or roles performed by personnel so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

ACKNOWLEDGEMENT OF UNDERSTANDING

Employee Signature

Date

Supervisor Signature

Date

HEAVY EQUIPMENT OPERATOR WAGE SCALE

EMP #	NAME	POSITION	Current Band	Current Stc Hrlr Rate	New Band	Step	New Hrlr Rate	Difference
182		Lt. Operator	7	\$29.20	9	7	\$31.91	\$2.71
6053		Truck Dr.	6	\$24.56	8	2	\$26.66	\$2.10
6081		Truck Dr.	6	\$23.84	8	1	\$25.88	\$2.04
200		Light Operator	7	\$29.20	9	7	\$31.91	\$2.71
317		Area Grader Operator	9	\$31.91	11	7	\$35.17	\$3.26
356		Multi Operator	9	\$31.91	11	7	\$35.17	\$3.26
5881		Truck Dr.	6	\$25.27	8	3	\$27.43	\$2.16
3865		Truck Dr.	6	\$25.98	8	4	\$28.20	\$2.22
550		Multi Operator	9	\$31.91	11	7	\$35.17	\$3.26
		Area Grader Operator	9	\$27.12	11	1	\$29.88	\$2.76
670		Area Grader Operator	9	\$31.91	11	7	\$35.17	\$3.26
6047		Truck Dr.	6	\$24.56	8	2	\$26.66	\$2.10
5608		Grader Operator	9	\$29.54	11	4	\$32.56	\$3.02
833		Br. Equip. Operator	8	\$30.45	10	7	\$33.50	\$3.05
839		Light Operator	7	\$29.20	9	7	\$31.91	\$2.71
1479		Truck Dr.	6	\$28.05	8	7	\$30.45	\$2.40
997		Multi Operator	9	\$31.91	11	7	\$35.17	\$3.26
5466		Traffic Technician	8	\$30.45	10	7	\$33.50	\$3.05
1012		Area Grader Operator	9	\$31.91	11	7	\$35.17	\$3.26
5250		Traffic Tech	8	\$29.71	10	6	\$32.68	\$2.97
1195		Multi Operator	9	\$31.91	11	7	\$35.17	\$3.26
5689		Traffic Technician	8	\$29.71	10	6	\$32.68	\$2.97
1340		Area Grader Operator	9	\$31.91	11	7	\$35.17	\$3.26
5804		Light Operator	7	\$28.49	9	6	\$31.13	\$2.64
5858		Light Operator	7	\$26.30	9	3	\$28.74	\$2.44
5850		Truck Dr.	6	\$25.98	8	4	\$28.20	\$2.22
1368		Multi Operator	9	\$31.91	11	7	\$35.17	\$3.26
3798		Truck Dr.	6	\$28.05	8	7	\$30.45	\$2.40
5806		Truck Dr.	6	\$27.37	8	6	\$29.71	\$2.34
1521		Grader Operator	9	\$31.91	11	7	\$35.17	\$3.26

1771		Truck Dr.	6	7	7	\$28.05	8	7	\$30.45	\$2.40
5688		Light Operator	7	7	7	\$29.20	9	7	\$31.91	\$2.71
1816		Area Grader Operator	9	7	7	\$31.91	11	7	\$35.17	\$3.26
184		Multi Operator	9	5	5	\$30.34	11	5	\$33.44	\$3.10
5607		Br. Equip. Operator	8	5	5	\$28.96	10	5	\$31.85	\$2.89
		Area Grader Operator	9	1	1	\$27.12	11	1	\$29.88	\$2.76
5304		Light Operator	7	7	7	\$29.20	9	7	\$31.91	\$2.71
5467		Grader Operator	9	5	5	\$30.34	11	5	\$33.44	\$3.10
5897		Br. Equip. Operator	8	2	2	\$26.66	10	2	\$29.32	\$2.66
1494		Truck Dr.	6	6	6	\$27.37	8	6	\$29.71	\$2.34
1978		Area Grader Operator	9	7	7	\$31.91	11	7	\$35.17	\$3.26
		Multi Operator	9	1	1	\$27.12	11	1	\$29.88	\$2.76
3725		Truck Dr.	6	2	2	\$24.56	8	2	\$26.66	\$2.10
2000		Multi Operator	9	7	7	\$31.91	11	7	\$35.17	\$3.26
5603		Truck Dr.	6	7	7	\$28.05	8	7	\$30.45	\$2.40
5996		Truck Dr.	6	2	2	\$24.56	8	2	\$26.66	\$2.10
1486		Traffic Tech	8	4	4	\$28.20	10	4	\$31.01	\$2.81
2231		Area Grader Operator	9	7	7	\$31.91	11	7	\$35.17	\$3.26
										\$133.49

Annual Total \$277,659.20